

How can I serve outside my bar during an event going on outside?

There are a couple ways to lawfully serve alcohol directly outside your bar:

Submit an Alteration Form prior to the event to extend your licensed premises before you intend on participating in the event:

- With your current floor plan.
- With your proposed floor plan.
- You may request a seasonal outdoor space event area for your licensed premises.

How to avoid common mistakes:

- Incomplete Applications: The form must include both your current and proposed floor plan.
- Serving Before Approval: You must receive Department approval of your alteration.
- Not Contacting Building, Health and Fire Officials for Inspections: The Department must receive all inspection approvals before we are able to approve the alteration, including the Department of Justice final premises inspection.
- Waiting to Send in the Alteration Form: The Department needs enough time to work an alteration case. This includes receiving the inspections from other agencies. The Department recommends allowing at least two weeks.

Cater the event with your alcohol catering endorsement:

- Contact the sponsor of the event.
- Have a contract with the sponsor of the event.
- Notify local law enforcement using the Catering Event Request Local Law Enforcement Notification Form found on our website, MTRevenue.gov.
- An event barrier shall be required to clearly mark where the sale and service of each licensee's alcoholic beverages is allowed.

How to avoid common mistakes:

- Sponsoring Your Own Event: You must have an executed written agreement with the event's sponsor.

- Not Notifying or Paying Law Enforcement: You must notify local law enforcement and pay the \$35 fee.
- Not Reporting the Event: The Department must receive the electronic form by the 15th of the following month the event occurred.

Remember:

- You may only have alcohol your bar has sold to your customers on your licensed premises. No outside alcohol is allowed.
- Do not sell to over-intoxicated people.
- Do not sell to anyone under the age of 21.

*All licensees must comply with all Montana alcoholic beverage laws and rules.

Alteration: ARM 42.13.111(1) and 42.13.106

Catering: 16-4-111 and 16-4-204, MCA and ARM 42.12.106(8), 42.12.106(9), and 42.12.128

Find the forms Alteration Request and Catering Event Request Local Law Enforcement Notification on our website at MTRevenue.gov/Forms.

3.2020 (Please note that information in Department Communications may have been modified, superseded, or made obsolete by changes in federal or state law or the Administrative Rules of Montana. If you need to verify the current validity of any Department Communications, contact us.)